

FROM:

**Rena Cusma**  
Executive Officer

Executive Order #23

No longer relevant. Rescinded by Order  
#28.

**METRO**

2000 S.W. First Avenue  
Portland, OR 97201-5398  
503/221-1646

EXECUTIVE ORDER: NO. 23

EFFECTIVE DATE: MARCH 14, 1985

SUBJECT: MICROCOMPUTER ACQUISITION

This document describes the policy for acquiring microcomputers and related software to achieve the following goals: to encourage improved work quality and productivity by the cost-effective application of microcomputers; to allow end users the opportunity to acquire hardware and software; to enhance the exchange of information and experience concerning the purchase and use of microcomputer hardware and software.

I. Acquisition of Microcomputer Hardware and Software

- A. Prior to the acquisition of microcomputer hardware or software users shall and identify:
  - 1. tasks suitable for computerization;
  - 2. appropriate hardware and software systems; and
  - 3. purchase and maintenance providers, with the aid, if requested, of the data processing division.
  
- B. In considering all purchases users are encouraged but not required to:
  - 1. consider hardware and software being used successfully at Metro;
  - 2. have data processing evaluate hardware and software not currently in use at Metro; and
  - 3. for software, select end user packages to avoid programming.
  
- C. The following procedures shall be used for all purchases of software costing more than \$500 and of all hardware:
  - 1. The user shall prepare and submit to the data processing division a request considering the following requirements:
    - a. is the purchase proposed adequate to service the needs identified; and
    - b. are the benefits derived commensurate with the cost of the purchase.
  
  - 2. The data processing division shall determine whether the purchase meets the requirements under 1 above and shall also determine whether the purchase is compatible with and has a positive effect on Metro's existing data processing and information systems. When it is appropriate to use and maintain data exclusively on the proposed purchase, the compatibility requirement may be waived by the Deputy Executive Officer. The

data processing division shall make a recommendation on the purchase to the Director of Finance & Administration.

3. The Deputy Executive Officer must approve all purchases.

## II. Information Exchange

- A. The data processing division will maintain for use by Metro employees a list of microcomputer hardware and software currently in use at Metro.
- B. Users will inform the data processing division of all acquisitions of microcomputer hardware and software.
- C. The data processing division shall maintain a list of recommended hardware and software for common office applications.

## III. User Responsibilities

Users shall have the following responsibilities:

- A. Users are responsible for administering the purchase and maintenance of the systems they use.
- B. Users are responsible for the programs and applications they develop and for all programming problems, errors and maintenance thereof.
- C. Users shall obey the letter and spirit of the laws of copyright and trademark.
- D. Users shall not use microcomputers for unauthorized access or modification of data on other machines.
- E. Users shall clearly label as derivative any report which is based on data copied from the central repository for that data.
- F. Users shall ensure the security of their hardware, software and data.

RG/ESB/srs  
3104C/410-2  
03/14/85

  
EXECUTIVE OFFICER




# Memo

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METROPOLITAN SERVICE DISTRICT 527 S.W. HALL ST., PORTLAND, OREGON 97201 503 221-1646  
Providing Zoo, Transportation, Solid Waste and other Regional Services

Date: April 23, 1985

To: Department Heads

From: Donald E. Carlson,   
Deputy Executive Officer

Regarding: Microcomputer Acquisition

Please find attached a copy of Executive Order No.23 setting forth Metro's Microcomputer Acquisition Policy.

All purchases of "hardware" and "software" costing more than \$500 will be made according to this policy.

If you have any questions, please contact Jeff Booth or myself.